



Bis-Man Transit Board Meeting Minutes

June 27, 2024, 11:30 AM
Via Zoom & In-Person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:	Lacey Long, Vice President	DeNae Kautzmann, Secretary/Treasurer
	Glenn Lauinger	Helen Baumgartner
	Karel Sovak	Andrew Stromme
	Commissioner Connelly	Commissioner Rohr
Not Attending:	Lynn Wolf, President	Royce Schultze
	Steve Heydt	
Staff:	Deidre Hughes	Mike Mundahl
	Craig Thomas	Tom Reisenauer
	Amanda O'Brien	
Guests:	Susan Dingle	Trevor Vannett
	Rachel Lukaszewski	Paulette Jacobsen

Meeting was called to order **at 11:30 A.M.**

Approval of Agenda: Andrew moved to approve the Agenda. DeNae seconded the motion. Motion carried unanimously.

Consent Agenda: DeNae moved to approve the Consent Agenda. Karel seconded the motion. Motion carried unanimously.

Public Comment: N/A

Old Business

1. Mandan Measure 1 Update: Deidre updated that Measure 1 from the June 11th ballot in the City of Mandan passed. After reviewing statistics from 2021/22, Transit is expected to receive \$650,00.00 in revenue from the City of Mandan. Deidre commented that signatures are still being collected in the City of Bismarck for the initiated measure to be on the November ballot. Commissioner Connelly commented that the minimum signature requirement is close to being completed.
2. FY25 5339 Grant Update: Deidre explained that 5339 funds have been used for facility maintenance projects in the past. The FTA changed the requirements and declined Transit's recent application's projects due to not being capital projects. Concrete in the parking lot is a safety hazard and the project is being added to 5307 funding. Deidre will update the Board if there are other grant opportunities for the 5339 projects. Glenn asked if there was a time limit to which the 5339-grant had to be used. Deidre answered that extensions can be made up to five years. DeNae asked if the interpretation changed after NDDOT approval and if Transit is still able to use previous interpretation. Deidre answered FTA denied after NDDOT approval and that Transit has to use that interpretation. DeNae suggested to have a meeting with FTA. Andrew asked what the new interpretation is for 5339 funding. Deidre answered funds are to be used for new capital or facility purchases or rehab of buses.

New Business

1. Request to Decommission Fleet 1701-1704 & 63: Deidre discussed that the 1700 buses were replaced due to exceeding useful life and Bus 63 previously was a revenue vehicle that is now not being used. Staff recommends approval of decommissioning and selling buses 1701-1704 and Bus 63. DeNae commented that Finance Committee recommends approval of decommissioning and selling buses 1701-1704 and Bus 63 of decommissioning and selling buses 1701-1704 and Bus 63. DeNae moved to approve the recommendation. Glenn seconded the motion. Motion carried unanimously.
2. 2024-2025 Employee Benefit Approval: Deidre discussed that employee benefits are reviewed annually. Vision and dental are in a two-year contract and premiums will remain the same for the upcoming year. Health insurance plan will increase and cause employees



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to be paying more out of pocket costs. Switching to a lower plan would only be a cost savings of ten dollars. After discussion with the Finance Committee it was proposed to increase the employee paid health insurance monthly amount from \$1,200 to \$1,500. Finance Committee recommends approval of the Blue Care Gold 80/1000 plan from Blue Cross Blue Shield as well as increase the employee paid health insurance monthly amount from \$1,200 to \$1,500 effective July 1st. DeNae moved to approve the recommendation. Glenn seconded the motion. Motion carried unanimously.

3. 2025 – 2027 DBE Goal Approval: Deidre discussed that the DBE goal is set every three years. The content of the document didn't change from the last, besides changing from race-conscious to race-neutral goal. Due to the demographic of the area, race-neutral is best for the goal. Deidre clarified that the goal is for Transit funding through the City of Bismarck. Staff recommended approval for the 2025 – 2027 DBE Goal document. Andrew moved to approve the recommendation. DeNae seconded the motion. Motion carried unanimously.
4. Replacement Boiler Recommendation: Deidre explained that there was only one response to the RFP for the Boiler replacement. The bid came in higher than anticipated for the capacity size that's needed. City Air will review floor plans to see if there is a more affordable option.

Executive Director Report

1. Homeless Coalition Ticket Program: Deidre discussed that the Homeless Coalition bought \$5,000 worth of CAT passes last Spring for agencies that are members of the Coalition to request. The Homeless Coalition voted to run the program again starting July 1st. Deidre commented that she did see an increase in ridership since when the last program started.
2. Free Ride Day Stats: In May, four Free Ride days were provided to the public for the 20th CAT Anniversary. The first weekend there were 831 trips and the second weekend there were 914 trips. This is the most rides on a weekend since 2019. Deidre commented that Mike received good feedback at an event from the Free Ride days. In June, Free Ride day was provided on Election Day. There were 466 trips provided.
3. 5310 Compliance Review Update: Deidre explained that the 5310 Compliance Review is similar to a Triennial review, except it's conducted by NDDOT. Two employees from NDDOT came to Transit and completed the review. They requested verbiage be changed on the website. Plan changes include adding to a list of vital documents that are translated, if needed, in the language assistance policy and a change to verbiage regarding travel if it is being reimbursed by NDDOT funding. These changes will be brought to the Board at the July Board Meeting.



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4. Advertising Update: Deidre informed that as of June, there is \$62,235 in advertising revenue. The Bismarck Airport is in the process of a new advertisement for the last open CAT bus.

Operations Report: Craig explained there are two fixed route trainees training for their CDL licenses and should be road ready by next month. There are currently 21 paratransit drivers and 12 fixed route drivers. Last month staff was given commemorative 20th CAT Anniversary t-shirts, Bis-Man Transit staff provided breakfast and snacks, and pictures were taken and sent to the corporate office. On May 31st management grilled out for the staff and on June 9th management rented a private area for staff at a Larks baseball game, all of which was well received.

Other Business: N/A

DeNae moved to adjourn the meeting. Andrew seconded the motion. Motion carried unanimously. Meeting adjourned **at 12:08 P.M.**



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